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MINUTES OF STAFF MEETING  
ADMINISTRATIVE STAFF CHIEFS

15 December 1952

1. There will be no staff meeting on 22 December 1952.

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2. Colonel White discussed [REDACTED] study regarding the administrative briefing of people going overseas, commenting that a good deal of work needed to be done and that [REDACTED] study pointed up many of the problems involved. The study has been referred to the Assistant Director (Personnel) for action.

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3. [REDACTED] was asked to investigate the matter of the number of copies needed for travel orders, the question having been raised as to whether 12 copies were needed.

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4. Colonel White discussed the matter of adverse administrative information developed as a result of employment processing, including Personnel, Medical, and Security, pointing out that in times past we had hired people we really shouldn't have. The part the Professional Selection Panel can play in consideration of this information was discussed, and it was the consensus of the group that the Panel now provides a procedure for handling this problem.

Unauthorized and premature comments made to applicants have in the past created administrative problems, in that the individuals have sometimes incurred personal commitments and expenses prior to clearance for employment, which was later not forthcoming. [REDACTED] was asked to draft an Agency Notice on this subject.

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The Medical Office was asked to institute a procedure to insure that individuals examined for overseas assignments did not leave the physical examination with the belief that they were cleared until such was actually the case. Personal commitments have been made in the past on the assumption that such clearance had been granted, when in fact it had not.

5. It was reported that the regulations on allowances, including those accorded to the military, were in an advanced stage of completion and parts were in the process of coordination.

6. It was noted that the Christmas Season was an appropriate time for written commendations for employees who could not otherwise be recognized for outstanding service. Mr. Wolf or, when appropriate, the Director are prepared to sign such commendations.

7. It was announced that a report had been received from the Inspector General regarding administrative problems he found during his Far Eastern Trip, and, although not all the items reported were the specific responsibility of the

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DD/A, this Office would coordinate action and reply. [redacted] of the DD/A's Office has been given the responsibility of coordinating the action.

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8. It was announced that an agreement has been reached with the Department of Defense on the matter of reimbursement of officer personnel assigned to this Agency, which is to the effect that beginning with Fiscal Year 1954 this Agency will reimburse.

9. [redacted] reported that O&M was nearing completion of a review of all outstanding Agency Notices for the purpose of determining those which should be reissued in the next calendar year.

10. The new [redacted] having to do with administrative planning of projects, was discussed. The fundamental principle is that the administrative plan is a DD/P plan which DD/A, by indorsement, says can be supported. Such plans will be prepared prior to project submission to the PRC. This planning function applies not only to the specific projects mentioned in [redacted] but to any project which requires administrative support planning. Each of the administrative offices was directed to establish a focal point for coordination of this planning with [redacted] and his staff. [redacted] as his principal assistant, has been delegated this responsibility in the DD/A area.

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11. Mr. Wolf reported that discussions with the Bureau of the Budget on the 1954 budget have reached a satisfactory conclusion, except for one or two minor items which should be cleared up within the next couple of days.

The legislative program was reviewed with the Bureau of the Budget and has the support of the Bureau, with the exception that the leave legislation will be held until it is determined whether the over-all leave program to be presented to the Bureau has been tried. If we cannot be covered in the over-all program, we will then submit our own legislative request.

It is indicated that the Bureau of the Budget will concur in the expansion of PL-53 to cover from 75 to 100 retired military officers.

The matter of an Intelligence Medal was discussed with the Bureau of the Budget. The Bureau up until now has been opposed to the issuance of an executive order to establish a medal but are now convinced that such is appropriate and will go ahead with our request.

12. Colonel Baird commented that not only was better procedure needed for handling people going overseas, as referred to in [redacted] study, but great improvement was needed in the procedures for handling ~~isprances~~ <sup>isprances</sup>. He recognized that this was essentially an operational rather than an administrative problem, with which [redacted] agreed.

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13. Colonel Baird requested the inclusion of Communication's and Training's considerations in administrative planning [redacted] as discussed above.

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14. Mr. Wolf closed the meeting with the comment that he believed we had progressed in the last year, and he felt even more progress could be made in the year to come. He extended his good wishes to all with his thanks for the outstanding support which the administrative offices had rendered to the DD/A throughout the past year.

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